



**Solicitation Information
May 20, 2014**

RFP# 7548770

TITLE: ENHANCED SERVICES IN (1) STAFF DEVELOPMENT & EDUCATIONAL OUTREACH FOR SAFE WORK PRACTICES & WORKERS COMPENSATION – EDUCATION UNIT, AND (2) REHABILITATION EFFORTS – DONLEY CENTER

Submission Deadline: Tuesday, June 17, 2014 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Friday, May 30, 2014 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

Gail Walsh
Chief Buyer

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Labor & Training/Division of Workers' Compensation is soliciting proposals from qualified firms for a five-year contract to enhance the services of the Education Unit in the area of staff development and educational outreach for safe work practices and workers' compensation, and the Donley Rehabilitation Center in Vocational Rehabilitation efforts, and in accordance with the terms of this Request and the State's General Conditions of Purchase, which is available on the RI Division of Purchases Internet Home Page at <http://www.purchasing.ri.gov>

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at (401) 222-3090 or via e-mail at Raymond.lambert@hr.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or Charles.newton@doa.ri.gov. Visit the website at www.mbe.ri.gov.
15. The Contractor may also be required to sign a HIPAA Business Associate Agreement if it is an entity, other than in the capacity of the workforce, ".who creates, receives, maintains, or transmits protected health information (45 C.F.R. § 160.103)" on behalf of the covered entity, or an organized health care arrangement in which the covered entity participates. A Business Associate includes a Health Information, E-prescribing Gateways, or other person that provides data transmission services with respect to protected health information to a covered entity and that requires access on a routine basis to such protected health information and a person that offers a personal health record to one or more individuals on behalf of the covered entity.

SECTION 2: BACKGROUND

BACKGROUND

The Education Unit/Department of Labor & Training is mandated by the Workers' Compensation Act to provide educational services on prevention of occupational disease and injury to the employees and employers of Rhode Island. To accomplish the stated objectives, we are requesting that a firm supply educational enhancement services and vocational courses. The Donley Center is mandated by the Workers' Compensation Act to provide vocational rehabilitation for injured workers.

CONTRACT TERMS

The initial period of this contract will be for 12 months beginning approximately July 1, 2014 through June 30, 2015 and may be extended for up to four additional 12-month terms. This agreement will be reviewed annually and continuation will be based on vendor performance and funding availability at the sole discretion of the offeror.

RESULTS

The goal of the Department of Labor & Training's educational programs is to reach a significant number of employers and employees via written articles on safety, cable television, development of a manual that incorporates information on safety, labor laws and Workers' Compensation information, and to assist the Educational Unit staff on designing educational programs regarding specific safety issues. The goal of the Donley Center is to provide vocational rehabilitation to injured workers.

SECTION 3: SCOPE OF WORK

General Scope of Work

1. Produce and distribute at least 200 copies of the revised Digest of Labor Laws. The Digest shall also be available on the Vendor and DLT websites.
2. Produce two newsletters per year in conjunction with the Education Unit. The newsletters shall contain workers' compensation and workplace safety articles, the topics to be determined by the Education Unit. Provide the Unit with at least 200 copies of each of these newsletters. The newsletter shall also be available on the DLT and Vendor websites.
3. Co-sponsor two workshops, held annually, of two hours each with the Education Unit for employees and union officials on different workers' compensation topics (to be determined by the Education Unit) and post the subjects and dates on the vendor and DLT websites.
4. Produce, in conjunction with the Education Unit or the Donley Rehabilitation Unit, television shows annually shown on the cable interconnect channel. This includes the videotaping of Education Unit conferences. The vendor will provide up to five copies (depending upon number requested) of the video. The Education Unit will determine which programs require videotaping.

5. Review and purchase at least 30 workplace safety DVDs approved by the Education Unit on topics such as Blood Borne Pathogens, Hazardous Materials, Personal Protective Equipment, and Lock Out/Tag Out.
6. Provide computer courses for Donley Center patients. These basic computer courses will be provided to patients selected by Vocational Rehabilitation Counselors. There will be a Level I course offered for beginners and a Level II course offered for those patients who successfully complete the Level I course or are placed in it by a Vocational Rehabilitation Counselor.
7. Develop and teach a job-seeking skills course for vocational clients of the Donley Center. This course shall provide the students with hands-on training on how to utilize the internet for conducting a job search as well as electronically sending job applications and résumés in response to job openings (140 hours/month).
8. Develop one seminar in conjunction with the Education Unit for Union officials and representatives from special interest groups on issues regarding workers' compensation compliance, benefits and procedures information. This will be offered at four hours annually.
9. The failure of the vendor to provide any of the above services or materials to the satisfaction of DLT shall result in the forfeiture of reimbursement for that item per the annual budget.

REQUIREMENTS:

Identify a contact person with primary responsibility for the contract.

Supervise all staff provided by the successful vendor.

To be considered qualified for this requirement; offerors must demonstrate the following qualifications:

- ❖ A thorough knowledge of Workers' Compensation Law and workplace safety programs for workers;
- ❖ A minimum of five (5) years experience in providing educational conferences and workshops in the field(s) of Workers' Compensation and accident prevention;
- ❖ A minimum of five (5) years experience in the development of educational curricula and training programs for workers.

CONTRACTOR RESPONSIBILITIES:

1. All items/materials necessary to implement the Scope of Work shall be provided by the awardee. Rhode Island Department of Labor and Training will provide the awardee with technical review during the creation of training materials but will NOT become involved in the day-to-day implementation of the Scope of Work.

2. The successful vendor will report directly to the Supervisor of the Education Unit and the Assistant Administrator of the Donley Center.
3. The contractor will travel as necessary for the conduct of the Scope of Work.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

❖ **Executive Summary**

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

❖ **Offeror's Organization and Staffing**

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumés, curricula vitae, or statements of prior experience and qualification).

❖ **Work Plan/Approach Proposed.**

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage of the project. The work plan description shall include a detailed proposed project schedule (by task and sub-task), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

❖ **Previous Experience and Background**

This section shall include the following information:

A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects.

A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.

SECTION 5: COST PROPOSAL

Detailed Budget and Budget Narrative:

Provide a proposal for fees charged for the services outlined in this proposal.

SECTION 6: EVALUATION AND SELECTION

The state will commission a Technical Review Sub-Committee, which will evaluate and score all proposals, using the following criteria.

The applicant must receive a minimum score of **55** of the maximum **70** points on the technical proposal prior to any consideration being given to the cost proposal submitted.

_____ Stability and demonstrated management and administrative performance. (0-10)

_____ Explicit and appropriate goals and objectives consistent with the outlined scope of work. (0-20)

_____ Organized and realistic Work plan. (0-15)

_____ Evaluation plan which includes measurable outcomes. (0-10)

_____ Technical expertise of project staff. (0-15)

_____ Cost (0-30)

(Calculated as lowest responsive cost proposal divided by this cost proposal x30 points)

Notwithstanding the foregoing, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, to the State Purchasing Agent, or his designee, who will make the final selection (s) for this requirement.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchaisng.ri.gov, no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7548770** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to

this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked **"RFP# 7548770"** to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. **Please include with original proposal only.**
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>